

# 1 International Mail Services

## 110 General Information

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### 111 Scope

This manual sets forth the conditions and procedures for the preparation and treatment of mail sent from the United States to other countries and the treatment of mail received from other countries. Its counterpart in the domestic mail service is the *Domestic Mail Manual* (DMM). Cross-references to the DMM are provided wherever domestic conditions and procedures apply to the preparation or treatment of international mail.

### 112 Mailer Responsibility

Regardless of any statement contained in this manual or the statements of any employee of the United States Postal Service, the burden rests with the mailer to ensure that he or she has complied with the prescribed laws and regulations governing domestic and international mail, both those of the United States and those of the destination country.

### 113 Individual Country Listings (ICLs)

Individual Country Listings provide information about conditions of mailing, postage rates, and special services for each country. ICLs are arranged alphabetically. Most subtitles are followed by a chapter citation in parentheses.

### 114 Availability

Customers may purchase this manual from:

SUPERINTENDENT OF DOCUMENTS  
US GOVERNMENT PRINTING OFFICE  
941 N CAPITOL ST NE  
WASHINGTON DC 20402-9371

## 115 Official Correspondence

### 115.1 Correspondence With Headquarters

#### 115.11 Operations

Questions regarding the proper classification, postal rates and fees, preparation requirements, claims and inquiries, special services, mailability, or any other classification aspect of international mail should be directed to local postal officials. Regulatory matters relating to international mail should be directed to the appropriate Rates and Classification Service Center (RCSC). See DMM G042 for listing of RCSCs and service areas.

#### 115.12 Policy and Representation

Correspondence concerning the following should be addressed to:

DIRECTOR INTERNATIONAL POSTAL AFFAIRS  
US POSTAL SERVICE  
475 L'ENFANT PLZ SW 370 IBU  
WASHINGTON DC 20260-6500

- a. Policy matters relating to international mail and international postal affairs.
- b. Negotiation and interpretation of postal agreements.
- c. Communications of a nonroutine nature from foreign postal officials.
- d. Postal Service representation at international postal meetings.
- e. Postal Service representation at meetings with other federal departments and agencies relating to international postal affairs.
- f. Visits by foreign postal officials.

#### 115.13 Transportation and Distribution

Correspondence concerning the transportation of international civil and military mail by surface and air, including the following, should be addressed to:

MANAGER INTERNATIONAL OPERATIONS  
US POSTAL SERVICE  
475 L'ENFANT PLZ SW 370 IBU  
WASHINGTON DC 20260-6500

- a. Containerization and plant loads.
- b. Conveyance rates.
- c. Designation of U.S. exchange offices.
- d. Documentation.
- e. Internal air conveyance, terminal, and transit charges.
- f. Mode of transport.
- g. Related forms and reports.
- h. Routing.

- i. Schedules and performance of U.S. and foreign flag carriers.
- j. Distribution procedures and schemes.

#### 115.14 **Investigations**

Correspondence relating to investigation of losses, depredations (robberies or riflings), and security of international mail should be addressed to:

CHIEF POSTAL INSPECTOR  
INSPECTION SERVICE  
US POSTAL SERVICE  
475 L'ENFANT PLZ SW  
WASHINGTON DC 20260-2100

#### 115.15 **International Money Orders**

Correspondence relating to international money orders, including operational procedures, accounting, cashing, and issuing, should be addressed to:

INTERNATIONAL MONEY ORDER SECTION  
ACCOUNTING SERVICE CENTER  
US POSTAL SERVICE  
PO BOX 14964  
ST LOUIS MO 63182-9421

### 115.2 **Correspondence With Foreign Postal Authorities**

#### 115.21 **Correspondence Permitted**

Correspondence is permitted between foreign postal authorities and Postal Inspectors-in-Charge and the postmasters (listed in 931.2) acting under the instructions for processing inquiries described in 928. U.S. exchange offices may correspond only with their foreign counterparts through bulletins of verification and exchanges of documentation.

#### 115.22 **Correspondence Not Permitted**

In all other cases, postmasters, area offices, and other field units of the Postal Service must *not* correspond directly with postal officials in other countries, but must refer inquiries from those officials to Headquarters for attention. (See 115.1 for referral points for particular subjects.)

### 115.3 **Correspondence With Foreign Individuals**

#### 115.31 **Correspondence Permitted**

Postmasters, area offices, and other field units of the Postal Service may reply directly to inquiries and engage in other necessary correspondence with individuals and firms in other countries.

#### 115.32 **Customer's Address**

A customer's address may not be given out without the customer's consent.

## 120 Preparation for Mailing

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### 121 Packaging — Sender's Responsibility

It is the responsibility of the sender to prepare items and to address them clearly and correctly. In preparing items for mailing, the sender must (1) use strong envelopes or durable packaging material, and (2) consider the nature of the articles being mailed and the distance they must travel to reach the addressee. (See DMM C010.2.0 for detailed instructions.)

### 122 Addressing

#### 122.1 Destination Address

- a. At least the entire right half of the address side of the envelope, package, or card should be reserved for the destination address, postage, labels, and postal notations.
- b. Addresses must be printed in ink or typewritten. Pencil is unacceptable.
- c. The name and address of addressee must be written legibly with Roman letters and Arabic numbers, all placed lengthwise on one side of the item. For parcels, addresses should also be written on a separate slip enclosed in the parcel.
- d. Addresses in Russian, Greek, Arabic, Hebrew, Cyrillic, Japanese, or Chinese characters must bear an interline translation in English of the names of the post office and country of destination. If the English translation is not known, the foreign language words must be spelled in Roman characters (print or script). See 246.91 and 284.1 for an *optional* addressing procedure that applies only to direct country sacks of International Surface Airlift (ISAL) mail or International Priority Airmail (IPA), respectively.
- e. Mail may *not* be addressed to a person in one country "in care of" a person in another country.
- f. The name of the sender and/or addressee may *not* be in initials except where they are an adopted trade name.
- g. Mail may *not* be addressed to *Boxholder* or *Householder*.
- h. The following exceptional form of address, in French or a language known in the country of destination, may be used on printed matter: the addressee's name or *Occupant*.  
**Example:** MR THOMAS CLARK OR OCCUPANT
- i. The house number and street address or box number must be included when mail is addressed to towns or cities.
- j. The address of items sent to General Delivery (in French, *Poste Restante*) must indicate the name of the addressee. The use of initials; figures; simple, given names; or fictitious names is not permitted on articles addressed for general delivery.

- k. The bottom line of the address must show only the country name, written in full (no abbreviations) and in capital letters. For example:

MR THOMAS CLARK  
117 RUSSELL DRIVE  
LONDON WIP 6HQ  
ENGLAND

MS C P APPLE  
APARTADO 3068  
46807 PUERTO VALLARTA JALISCO  
MEXICO

**Exception:** To Canada, either of the following address formats may be used when the postal delivery zone number is included in the address:

MS HELEN SAUNDERS  
1010 CLEAR STREET  
OTTAWA ON K1A 0B1  
CANADA

MS HELEN SAUNDERS  
1010 CLEAR STREET  
OTTAWA ON CANADA  
K1A 0B1

## 122.2 Return Address

The complete address of the sender, including ZIP Code and country of origin, should be shown in the upper left corner of the address side of the envelope, package, or card. Only one return address may be used. It must be located so that it does not affect either the clarity of the address of destination or the application of service labels and notations (postmarks, etc.).

Unregistered items bearing a return address in another country are accepted only at the sender's risk. In the case of bulk mailings, the return address must be in the country of mailing. For the purpose of this section, a bulk mailing is 200 or more pieces mailed at the same time by the sender.

## 123 Customs Forms

### 123.1 General

Only two customs declaration forms are used, as required under 123.6, for international mail: PS Form 2976, *Customs - CN 22 (Old C 1) and Sender's Declaration* (green label); and PS Form 2976-A, *Customs Declaration and Dispatch Note CP 72* (Old C 2/CP 3/CP 2). PS Form 2976-E, *Customs Declaration Envelope CP 91*, is used with PS Form 2976-A for parcel post packages.

**Note:** The May 1996 and December 1996 versions of PS Form 2976 may no longer be used. Postal customers are now required to use the June 1997 version, or a subsequent one, whenever a mailing transaction necessitates the affixing of PS Form 2976. Except as provided in 123.3, it is also mandatory that they present a fully completed *Sender's*

*Declaration*, which specifies both the Sender's Name and Address and the Addressee's Name and Address, at the time of mailing.

### 123.2 **Availability**

Customs declaration forms are available without charge at post offices. Upon request, mailers may receive a reasonable supply for mail preparation.

### 123.3 **Privately Printed Forms**

If authorized, mailers may privately print PS Forms 2976 and 2976-A. Privately printed forms must be identical in size, design, and color to the Postal Service forms, and each form must contain a unique code 128 barcode number that can be read by Postal Service equipment. Form specifications may be obtained from:

MANAGER PRICING COSTING AND CLASSIFICATION  
INTERNATIONAL BUSINESS  
US POSTAL SERVICE  
475 L'ENFANT PLZ SW 370 IBU  
WASHINGTON DC 20260-6500

For authorization, mailers must submit at least two preproduction samples to the Manager, International Pricing, Costing and Classification, at the above address, for review and approval. If three or more items are presented at one time, the mailer may omit printing the post office copy of PS Forms 2976 and 2976-A if a manifest of the items is provided. The manifest must contain the same mailer's certification statement and edition date printed on the Postal Service forms. Entries on the manifest must be typewritten or printed in ink or by ballpoint pen. The manifest must contain the sender's name and address; the sender's print authorization (i.e., bar code) number; the edition date of the privately printed PS Form 2976, *Customs - CN 22* that is being affixed to the mailpieces; a signed and dated reproduction of the certification statement that is printed on the USPS *Sender's Declaration*; and a list of the foreign recipients' names and delivery addresses.

### 123.4 **Nonpostal Forms**

Certain items must bear one or more of the forms required by the nonpostal export regulations described in Chapter 5.

### 123.5 **Place of Mailing**

Except as specified below, postal items that require a completed customs declaration form may *not* be deposited into a street collection box or a post office lobby drop. Such items must be tendered to a USPS employee at a post office or other location as designated by the postmaster. Otherwise, they will be returned to the sender for proper entry and acceptance.

**Exception:** The above restriction on the deposit of customs mail does not apply to Express Mail International Service (EMS) shipments that are paid for through an Express Mail Corporate Account. Those items may be deposited into a designated Express Mail collection box or post office lobby drop.

**123.6 Required Usage****123.61 Conditions**

Customs declaration PS Forms 2976 or 2976-A and 2976-E must be used as shown in [Exhibit 123.61](#).

**123.62 Known Mailers**

A known mailer is:

- a. Anyone who legally applies a permit imprint to a mailpiece such as International Surface Air Lift (ISAL) or Global Package Link (GPL).
- b. A federal, state, or local government agency that sends Official Mail.
- c. Military contractors who send prepaid mail, provided the mail is endorsed "Contents for Official Use — Exempt from Customs Requirements."

**Note:** For aviation security purposes a known mailer may be exempt from providing customs declaration forms (as required in 123.61), on items weighing 16 ounces or over, unless required by the destination country. A known mailer must complete the declaration on the postage statement, certifying that all items in the mailing contain no dangerous material that is prohibited by postal regulations. Known mailers and other mailers must complete the necessary customs form when sending dutiable items or merchandise. International mail with meter postage is not considered from a known mailer.

**123.63 Additional Security Controls**

When the chief postal inspector determines that a unique, credible threat exists, the Postal Service may require a mailer to provide photo-identification at the time of mailing. The signature on the identification must match the signature on the customs declaration form.

## Exhibit 123.61

**Customs Declaration Forms Usage**

Mail Class	Declared Value	Required Form	Comment
Nondutiable letter or letter package under 16 ounces	N/A	None	
Dutiable letter or letter package, regardless of weight; any letter or letter package 16 ounces or over	Under \$400 \$400 and over	2976 * 2976-A *	Known mailers may be exempt from using forms on nondutiable items weighing 16 ounces and over (see 123.62).
Nondutiable printed matter under 16 ounces	N/A	None	
Dutiable printed matter regardless of weight; printed matter 16 ounces or over	Under \$400 \$400 and over	2976 * 2976-A *	Known mailers may be exempt from using forms on nondutiable items weighing 16 ounces and over (see 123.62).
Matter for the blind	Under \$400 \$400 and over	2976 * 2976-A *	
Small packet	Under \$400 \$400 and over	2976 * 2976-A *	
Parcel post	Regardless of value	2976-A with 2976-E	Form 2976 (green label) may not be used on parcel post.
Express Mail		2976 or 2976-A, as required by IMM	See Note 4 at the bottom of this exhibit and the Individual Country Listings.
M-bag	Under \$400 \$400 and over	2976 * 2976-A *	

\* *Placement of Forms: For items under \$400 in value, PS Form 2976 (green label) should be used and affixed to the outside of the item. If the value of the contents is \$400 and over, the upper left section of PS Form 2976 (green label) should be attached to the outside of the item, and a separate PS Form 2976-A must be completed and enclosed inside the package.*

**Notes:**


1. *International Parcel Consignment Service (IPCS) requires customs forms as specified by the USPS for that program.*
2. *The customs form requirements for Global Priority Mail (GPM) are the same as those for letters and letter packages. Therefore, customers who send nondutiable GPM items weighing 16 ounces or more, which bear a permit imprint, are eligible for the known mailer exemption that is referenced in the "Comment" column above. See 226.63 for GPM customs form requirements.*
3. *Bulk business products including International Surface Air Lift (ISAL), International Priority Airmail (IPA), and VALUEPOST™/CANADA, require customs forms based on package contents and weight as specified above and as required by the country of destination.*
4. *Express Mail International Service (EMS) shipments that contain correspondence, documents, or commercial papers are subject to the following customs form requirements:*
  - a. *When an EMS shipment with those categories of contents weighs less than 16 ounces, the determination as to whether or not to affix PS Form 2976 is dependent upon the conditions of mailing that are applicable to a particular destination country. Some countries require that a customs form be affixed to EMS shipments in that situation. Others only require that a "BUSINESS PAPERS" endorsement be placed on the wrapper of such shipments. See the Individual Country Listings for each country's specification in that area.*
  - b. *When the EMS shipment with those categories of contents weighs 16 ounces or more, PS Form 2976 is required.*

## 123.7 Completing Customs Forms

123.71 PS Form 2976, Customs - CN 22 (Old C 1) and Sender's Declaration (green label) (see [Exhibit 123.71](#))

Exhibit 123.71

**PS Form 2976, Customs - CN 22 (Old C 1) and Sender's Declaration (green label)**

 LC467603091US		LC467603091US											
United States Postal Service <b>Customs - CN 22 (Old C 1)</b> May be opened officially ( <i>Peut être ouvert d'office</i> ) See Instructions on Reverse		<b>Customs - CN 22 (Old C 1) Sender's Declaration</b> I certify that the particulars given in the customs declaration are correct and that this item does not contain any dangerous article prohibited by postal regulations. This copy will be retained at the post office for 30 days.											
		<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">           Detailed Description of Contents         </td> <td style="width: 50%;">           Value (US \$)         </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td>Weight (Poids)</td> <td>Total</td> </tr> </table>		Detailed Description of Contents	Value (US \$)							Weight (Poids)	Total
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<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">           Sender's Name &amp; Address (<i>Nom et adresse de l'expéditeur</i>)         </td> <td style="width: 50%;">           Addressee's Name &amp; Address (<i>Nom et adresse du destinataire</i>)         </td> </tr> <tr> <td> </td> <td> </td> </tr> </table>		Sender's Name & Address ( <i>Nom et adresse de l'expéditeur</i> )	Addressee's Name & Address ( <i>Nom et adresse du destinataire</i> )										
Sender's Name & Address ( <i>Nom et adresse de l'expéditeur</i> )	Addressee's Name & Address ( <i>Nom et adresse du destinataire</i> )												
<table border="1" style="width: 100%;"> <tr> <td style="width: 70%;">           Signature         </td> <td style="width: 30%;">           Date         </td> </tr> <tr> <td> </td> <td> </td> </tr> </table>		Signature	Date										
Signature	Date												
Do not duplicate without USPS approval.  <input type="checkbox"/> Gift ( <i>Cadeau</i> ) <input type="checkbox"/> Merchandise ( <i>Marchandises</i> ) <input type="checkbox"/> Commercial Sample  I certify that this item does not contain any dangerous article prohibited by postal regulations.  _____ (Signature)		PS Form 2976, June 1997    CN 22 (Old C 1)    Detached from PS Form 2976, June 1997 <b>Post Office Copy</b>											

<p style="text-align: center;"><b>Instructions</b></p> <p>If you do not wish to list the contents on the wrapper or in any case if the value is \$400 or over, affix only the upper portion of this label (cut on dotted line and discard lower portion). When this is done, enclose in the package a completed Form 2976-A, <i>Customs Declaration and Dispatch Note</i>, listing contents and value in US dollars.</p> <p>The contents of your article, <b>even if a gift or sample</b>, must be described correctly and completely. Failure to do so might delay your article and cause difficulty for the addressee, or even result in seizure of the article by the foreign customs authorities.</p> <p>Your item must not contain any dangerous article prohibited by postal regulations.</p> <p>Detached From PS Form 2976, June 1997 (<i>Reverse</i>) Do not duplicate without USPS approval.</p>	102595-98-B-0035
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**123.711 Preparation by Sender**

A sender completes PS Form 2976, *Customs - CN 22 (Old C 1) and Sender's Declaration* (green label) by:

- a. Providing a complete description of each article in the item, even if it contains commercial samples, documents, gifts, or merchandise. General descriptions such as "food," "medicine," "gifts," or "clothing" are not acceptable. The description must be in English, although an interline translation in another language is permitted.
- b. Stating the exact quantity of each article in the item.
- c. Declaring the value, in U.S. dollars, of each article in the item. The sender may declare that the contents have no value (declaring no value does not exempt the item from customs examination or charges in the destination country).
- d. Showing the total weight of the item, if known.
- e. Indicating in the appropriate check box on the form whether the item contains gifts, merchandise, or commercial samples. If not, the sender does not check these boxes.
- f. Entering the sender's full name and address and the addressee's full name and address in the blocks indicated.
- g. Signing and dating the form in the blocks indicated on both parts of the form. The sender's signature certifies that all entries are correct and that the item contains no dangerous material prohibited by postal regulations.
- h. Affixing the form to the address side of the item and presenting it for mailing.

**123.712 Acceptance by Postal Employee (PS Form 2976)**

The Postal Service acceptance employee must:


- a. Instruct the sender how to complete, legibly and accurately, the customs declaration form, as required. Failure to complete the form properly can delay delivery of the item or inconvenience the sender and addressee. Moreover, a false, misleading, or incomplete declaration can result in either the seizure or return of the item and/or in criminal or civil penalties. The United States Postal Service assumes no responsibility for the accuracy of information that the sender enters on the PS Form 2976.
- b. Verify that the required information is entered on the form and that the sender has signed both parts of the form (the part affixed to the item and the part separated for postal records).
- c. Enter the weight of the item on the form, if not already done.
- d. Remove the post office copy of PS Form 2976 and advise the customer that a copy of the declaration will be retained as a record of mailing for 30 days.
- e. Round stamp any uncanceled stamps and if postage is paid by meter, round stamp the front of the piece near the meter postage.

**Note:** To comply with international mail aviation security procedures, any items weighing 16 ounces or over which are not accepted by an authorized employee, or where acceptance conditions are uncertain (e.g., if received through a collection box or left on an unattended dock) must be endorsed properly with “customer notification DDD-2 Sticker” and “Surface only” and returned to the sender by surface transportation. Consult the International Aviation Security Procedures dated January 3, 2000, for comprehensive acceptance procedures.

123.72 **PS Form 2976-A, Customs Declaration and Dispatch Note CP 72**  
(Old C 2/CP 3/CP 2) (see [Exhibit 123.72](#))

Exhibit 123.72

**PS Form 2976-A, Customs Declaration and Dispatch Note CP 72**  
(Old C 2/CP 3/CP 2)

United States Postal Service <b>Customs Declaration and Dispatch Note</b>		 CP 637939795US	
Sender's Name and Address (Nom et adresse de l'expéditeur)		Addressee's Name and Address (Nom et adresse du destinataire)	
List of Contents (Désignation du contenu) Please Print		Qty.	Value (Valeur)
			Net Weight (Poids net)
Insured No. <b>V-</b>	Insured Amount US \$	SDR Insured Value	Postage US \$
Gross Weight lb oz			
Check One: <input type="checkbox"/> Commercial Sample (Echantillon commercial)		<input type="checkbox"/> Documents <input type="checkbox"/> Gift (Cadeau) <input type="checkbox"/> Merchandise	
Sender's Instructions in Case of Nondelivery (Instructions de l'expéditeur en cas de non-livraison)		Sender's Signature and Date (Signature de l'expéditeur et date)	
<input type="checkbox"/> Return to Sender (Renvoyer à l'origine) <b>NOTE:</b> Item subject to return charges at sender's expense. <input type="checkbox"/> Abandon (Abandonner) <input type="checkbox"/> Redirect to Address Below (Réexpédier à):		I certify that the particulars given in the customs declaration are correct and that this item does not contain any dangerous article prohibited by postal regulations.  Notice to senders: Copy 4 of this customs declaration is filed at the post office for 30 days from the date of mailing.	
PS Form <b>2976-A</b> , Nov 1996 <b>CP 72</b> (Old C2/CP3/CP2)		Do not duplicate form without USPS approval. 102595-97-B-0334 Copy 1 - Customs Declaration	

PS Form 2976A CP 72 Do not duplicate form without USPS approval.

Instructions

- Complete this form in English. In addition, you may add a translation of the contents in your native language to facilitate Customs treatment in the destination country.
- Use a ball point pen to complete the form and describe the contents fully and accurately, otherwise the item may be delayed, returned or seized by Customs.
- Check the appropriate block on the form to indicate disposal instructions. If you request the return of the item, you will be asked to pay return postage and any other charges assessed by the foreign postal authorities on any parcel sent back to you. Check *Abandon* if you are not willing to pay the return postage.
- After completion, sign the sender's declaration and enter the date. Your signature is regarded as a guarantee that the particulars given are correct and that the package does not contain any dangerous substance or article prohibited by postal regulation.
- Hand the form set to the postal employee. The postal employee will postmark Copy 3, *Dispatch Note*, in the appropriate block, remove the Post Office copy and return the other forms to you. If the package is to be insured, state the insured amount to the postal employee. The postal employee will complete the appropriate insurance sections.
- Insert the form set into the envelope (Form 2976-E). If appropriate, insert any commercial invoice or extended list of contents into the envelope.
- Remove the backing sheet and affix the envelope to the package on the address side.

**Note:** It is the sender's responsibility to inquire and comply with the prescribed laws governing domestic and international mail and to find out what documents (invoices, certificate of origin, health certificates, etc.), if any, are required in the country of destination.

**123.721 Preparation by Sender**

A sender completes PS Form 2976-A, *Customs Declaration and Dispatch Note CP 72* (Old C 2/CP 3/CP 2), by:

- a. Providing the names and addresses of the sender and addressee.
- b. Providing information about the contents of the parcel or item. (If there is insufficient space on the customs declaration form to list all contents of the parcel or item, a second form is used to continue listing the contents. The first form must be annotated to indicate two forms. Both forms are placed into PS Form 2976-E (envelope). The sender lists this information by:
  - (1) Providing a complete description of each article in the parcel or item, even if it contains commercial samples, documents, gifts, or merchandise. General descriptions such as “food,” “medicine,” “gifts,” or “clothing” are not acceptable. The description must be in English, although an interline translation in another language is permitted.
  - (2) Showing the exact quantity of each article in the parcel or item.
  - (3) Declaring the value, in U.S. dollars, of each article in the parcel or item. The sender may declare that the contents have no value (declaring no value does not exempt the parcel or item from customs examination or charges in the destination country).
  - (4) Showing the net weight of each article in the parcel or item.
- c. Indicating in the appropriate check box on the form whether the parcel or item contains commercial samples, documents, gifts, or merchandise. If not, the sender does not check these boxes.
- d. For parcel post only, providing disposal instructions in the event that a parcel cannot be delivered. The sender checks the appropriate box on the form to indicate whether the parcel is to be returned, treated as abandoned, or forwarded to an alternate address. (Undeliverable parcels returned to the sender are subject to collection on delivery of return postage and any other charge assessed by the foreign postal authorities. The sender must check the box “Abandon” for any parcel for which the sender is unwilling to pay return postage.)
- e. Signing and dating the form in the block indicated. The sender’s signature certifies that all entries are correct and that the parcel or item contains no dangerous material prohibited by postal regulations.
- f. Presenting the parcel post package or item for mailing at a post office and affixing PS Form 2976-A according to the class of mail, as follows:
  - (1) For parcel post, the sender must not place PS Form 2976-A inside PS Form 2976-E (envelope) before the postal acceptance employee completes the required information described in 123.722. After the postal employee completes PS Form 2976-A, the sender places the form inside PS Form 2976-E and affixes it to the outside of the parcel.
  - (2) For an item other than parcel post (that is, an LC or AO item) valued at \$400 or more, the sender places PS Form 2976-A

inside the item before the postal employee accepts the item. If the sender does not want to show on the outside wrapper the contents of the LC or AO item, the sender affixes the upper left part of PS Form 2976, to the wrapper and completes PS Form 2976-A and encloses it in the item.

**123.722 Acceptance by Postal Employee (PS Form 2976-A)**

The Postal Service acceptance employee must:

- a. Instruct the sender how to complete, legibly and accurately, PS Form 2976-A, *Customs Declaration and Dispatch Note*, as required. Failure to complete the form properly can delay delivery of the item or inconvenience the customer. Moreover, a false, misleading, or incomplete declaration can result in either the seizure or return of the item and/or in criminal or civil penalties. The United States Postal Service assumes no responsibility for the accuracy of information that the sender enters on the form.
- b. Verify that the required information is entered on the form and that the sender has signed both parts of the form (the part affixed to the item and the part separated for postal records). The sender's address on the mailpiece must match the sender's address on the customs declaration.
- c. Complete an insurance receipt and affix the insured number label to the package, if the contents are to be insured. The postal employee enters on the form the insured number and the insured amount in U.S. dollars and SDRs.
- d. Weigh the parcel and enter on the form the gross weight and the amount of postage.
- e. Postmark the third copy of the form in the appropriate place.
- f. Remove the post office copy of the form and advise customer that a copy of the declaration will be retained as a record of mailing for 30 days.
- g. Round stamp any uncanceled stamps and if postage is paid by meter, round stamp the front of the piece near the meter postage.

**Note:** To comply with international mail aviation security procedures, any items weighing 16 ounces or over which are not accepted by an authorized employee, or where acceptance conditions are uncertain (e.g., if received through a collection box or left on an unattended dock) must be endorsed properly with "customer notification DDD-2 Sticker" and "Surface only" and returned to the sender by surface transportation. Consult the International Aviation Security Procedures dated May 1998 for comprehensive acceptance procedures.

**123.73 PS Form 2976-E, Customs Declaration Envelope CP 91**

PS Form 2976-E is a transparent plastic envelope designed for carriage of PS Form 2976-A for parcel post. Upon completion of the forms, the sender inserts the form into the envelope and affixes it to the outside of the parcel.

## 130 Mailability

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### 131 General

#### 131.1 Domestic Limits

All articles that are nonmailable in domestic mail are nonmailable in international mail. See DMM C020, C030, and Publication 52.

#### 131.2 International Limits

Many articles that are mailable in domestic mail are nonmailable in international mail. See Publication 52, *Acceptance of Hazardous, Restricted, or Perishable Matter*, 630, and "Prohibitions and Restrictions" in Individual Country Listings.

#### 131.3 Individual Country Prohibitions and Restrictions

##### 131.31 Information Available

Information on articles that are prohibited or restricted to individual countries appears under "Prohibitions and Restrictions" in the Individual Country Listings. These prohibitions and restrictions are based on information furnished by the countries concerned. Customers should inquire at the post office about specific prohibitions or restrictions.

##### 131.32 Prohibited and Restricted Articles

Articles that are prohibited by the destination country are nonmailable. For mail known to contain articles restricted by the destination country, the sender must be informed of the restrictions and advised that the articles are subject to the import requirements of that country.

##### 131.33 Return or Seizure of Mail

A country may return or seize mail containing articles prohibited or restricted within that country, whether or not notice of such prohibition or restriction has been provided to or published by the Postal Service.

##### 131.34 Foreign Customs Information

The Postal Service does not maintain or provide information concerning the assessment of customs duty in other countries. Postal employees must not attempt to inform customers whether articles (gifts or commercial shipments) will be subject to customs duty. Postal employees may suggest to customers, however, that they inform the addressees in advance of the articles they intend to mail. Addressees can then obtain information from their local customs authorities. No provision is made for prepayment of customs duty on mail addressed for delivery in foreign countries.

**131.4 Mailer Responsibility**

Regardless of any statement in this manual or the statement of any employee of the United States Postal Service, the burden rests with the mailer to ensure compliance with domestic, international, and individual country rules and regulations for mailability.

**131.5 Preparation for Mailing****131.51 General Packaging Requirements**

Parcels of articles or goods must meet the requirements of DMM C010.2.0. The size and weight limits for each of several grades of fiberboard boxes are as specified for difficult loads in DMM C010.3.1c. Reinforce boxes in each of two directions around the package (see DMM C010.3.1g).

**131.52 Special Packaging Requirements**

Each mailer must meet the following special packaging requirements when mailing any of the following articles:

- a. Fragile articles, such as glass, must be cushioned in accordance with DMM C010.4.0 to dissipate shock and pressure forces over as much of the surface of the item as possible.
- b. Liquids must be packaged in accordance with DMM C010.2.4.
- c. Package fatty substances that do not easily liquefy, such as ointments, soft soap, resins, etc., as well as silkworm eggs, in an interior container (box, cloth, or plastic bag) and place them in an outer shipping container of minimum 275-grade test strength.
- d. Enclose dry powdered dyes, such as aniline, in sift-proof, sturdy tin or plastic boxes in an outer sift-proof shipping container. This container must have a minimum 275-grade test strength fiberboard or equivalent (see DMM C010.3.1).

**132 Written, Printed, and Graphic Matter****132.1 Domestic Limits**

All written, printed, and graphic matter that is described as nonmailable in DMM C030 is nonmailable internationally. This matter includes but is not limited to:

- a. Advertisements for abortion (DMM C031.4.3).
- b. Advertisements for motor vehicle master keys (DMM C031.4.2).
- c. Copyright violations (DMM C031.5.2).
- d. Fictitious matter (DMM C031.5.1).
- e. Lottery matter (DMM C031.3.0).
- f. Matter inciting violence (DMM C031.5.5).
- g. Solicitations in the guise of bills or statements of account (DMM C031.1.0).

- h. Solicitations or inducements for mailing harmful matter, radioactive materials, controlled substances, or intoxicating liquors (DMM C031.4.0).

**Note:** Immoral or obscene articles and advertisements for them are nonmailable.

## 132.2 Reply Cards and Envelopes

Items may not contain any card or envelope intended for reply purposes (addressed for return) if postage for that reply is denoted by U.S. stamps, domestic business reply, or other domestic indicia. International Business Reply Service (IBRS) cards and envelopes may be enclosed only with items addressed to countries participating in this service. See 393 for participating countries and other requirements. See 241.5 regarding permissible printed matter enclosures and the circumstances under which the enclosure of domestic reply items may be accepted.

## 132.3 Current Correspondence

Typewritten or handwritten communications having the character of actual or personal correspondence must be sent as letters or postcards.

- a. Expressions of courtesy entered on printed cards may be mailed as printed matter (see 241.4).
- b. Written or musical manuscripts may be mailed as printed matter (see 241.3).
- c. Matter for the blind may contain unsealed letters impressed in Braille or other special type for use of the blind (see 251).
- d. Sound recordings, whether or not they have the character of correspondence or letters, may be enclosed in a small packet or a parcel.
- e. Written or recorded correspondence that has already reached the original addressee, been opened, and is no longer current may be enclosed in a small packet or a parcel.
- f. Parcels may contain an invoice as long as the invoice is limited to the particulars that constitute an invoice.
- g. Parcels sent to Canada or Switzerland may have letters or postcards attached to them under the following conditions:
  - (1) The letter or card must be fully prepaid at the letter or card rate and bear the same address as that on the parcel.
  - (2) The letter or card must be tied or otherwise securely attached to the outside of the parcel.
  - (3) Stamps to cover postage on the parcel must be placed on the wrapper.
  - (4) Stamps to pay postage on the letter or card must be placed on the envelope or card.

**Note:** Parcels with such attachments are treated as parcel post.

## 133 Improperly Addressed Mail

The following items are nonmailable in international mail:

- a. Unaddressed items.
- b. Items whose ultimate destination cannot be determined due to insufficient, illegible, or incorrect addressing.
- c. Items bearing multiple addresses to the same or different countries.

## 134 Valuable Articles

### 134.1 List of Articles

The following valuable articles may be sent only in registered letter packages and insured parcels and are not mailable in Express Mail International Service (EMS) shipments (see 211.2).

- a. Coins, banknotes, and currency notes (paper money).
- b. Instruments payable to bearer. (The term “instruments payable to bearer” includes checks, drafts, or securities that can be legally cashed or easily negotiated by anyone who may come into possession of them. A check or draft payable to a specific payee is not regarded as payable to bearer unless the payee has endorsed it in blank. If not endorsed, or if endorsed in favor of another specific payee, it is not regarded as payable to bearer.)
- c. Traveler’s checks.
- d. Manufactured and unmanufactured platinum, gold, and silver.
- e. Precious stones, jewels, jewelry, and other valuable articles.

**Note:** The term “jewelry” is generally understood to denote articles of more than nominal value. Inexpensive jewelry, such as tie clasps and costume jewelry, containing little or no precious metal, is not considered to be jewelry within the meaning of this section and is accepted under the same conditions as other mailable merchandise to any country. Inexpensive jewelry is accepted to countries that prohibit jewelry, but only at the sender’s risk.

### 134.2 Prohibitions

Individual countries prohibit or restrict some or all of the valuable items listed above. See the “Prohibitions and Restrictions” section in the Individual Country Listings.

## 135 Mailable Dangerous Goods

### 135.1 Biological Substances

#### 135.11 General Conditions

Infectious and noninfectious biological substances are acceptable in the international mail subject to the provisions of DMM C023.10 and under the additional conditions specified in subsections below.

135.12 **Type of Mail**

Such substances may be sent *only* in registered airmail letter packages.

135.13 **Senders and Receivers**

Such substances may be sent *only* by authorized laboratories to their foreign counterparts in those countries that have indicated a willingness to accept them.

**Note:** Countries distinguish between infectious and noninfectious biological substances and may prohibit one or the other or both. See “Prohibitions” in the Individual Country Listings.

135.2 **Authorization**135.21 **Authorized Institutions**

Biological substances can be sent to or received by *only* the following types of institutions:

- a. Laboratories of local, state, and federal government agencies.
- b. Laboratories of federally licensed manufacturers of biological products derived from bacteria and viruses.
- c. Laboratories affiliated with or operated by hospitals, universities, research facilities, and other teaching institutions.
- d. Private laboratories licensed, certified, recognized, or approved by a public authority.

135.22 **Request for Authorization**

Qualifying institutions wishing to mail letter packages containing biological substances must submit a written request on its organizational letterhead to the following address:

MANAGER PRICING COSTING AND CLASSIFICATION  
INTERNATIONAL BUSINESS  
US POSTAL SERVICE  
475 L'ENFANT PLZ SW 370 IBU  
WASHINGTON DC 20260-6500

In its letter of application, the institution must indicate the nature of its work, the identity and qualifications of the prospective recipient, and the number of packages to be mailed. On approval of the application, the requisite number of biological substance mailing labels will be furnished by the Postal Service.

135.3 **Packaging**135.31 **Infectious Biological Substances**

Infectious biological substances are limited to 50 milliliters (ml) per outside package and must be packaged in accordance with DMM C023.10.3 and as follows:

- a. The second watertight container must also be surrounded by sufficient absorbent material to absorb the entire contents in case of leakage.

- b. Screw cap closures must be reinforced with pressure sensitive tape.
- c. Infectious substances shipped in a refrigerated or frozen state must *not* be sent in an inner container with a metal screw cap. A heat-sealed skirted stopper or metal crimp seal must be used to prevent the contents from leaking.
- d. When wet ice is used as a preservative, the following procedures must be followed:
  - (1) The ice must be placed between the second container and the outer packaging.
  - (2) The outer packaging should be designed with interior supports to prevent it from collapsing after the ice melts.
  - (3) The entire package must be leak-proof.

#### 135.32 **Noninfectious Biological Substances**

Noninfectious biological substances are limited to 1,000 ml per interior primary container and 4,000 ml per outer shipping container and must be packaged in accordance with DMM C023.10.4.

**Note:** Dry ice (carbon dioxide solid) is *not* acceptable in international mail.

#### 135.4 **Marking**

##### 135.41 **Infectious Biological Substances**

Letter packages containing infectious biological substances should be identified by a black and white diamond-shaped label with the division number 6.2 in the bottom in addition to the Etiologic Agents/Biohazard Material label. The top half of the label must bear the designated symbol for infectious substances, while the bottom half must contain the following warning:

“INFECTIOUS SUBSTANCE. IN CASE OF DAMAGE OR LEAKAGE IMMEDIATELY NOTIFY THE PUBLIC HEALTH AUTHORITY.”

##### 135.42 **Noninfectious Biological Substances**

Letter packages containing noninfectious biological substances must be identified by a violet-colored label bearing the prescribed symbol and French wording for perishable biological materials: “MATIERES BIOLOGIQUES PERISSABLES.”

##### 135.43 **Shipping Descriptions**

The appropriate shipping description must be marked on each package, e.g., for infectious substances affecting humans, “CONTAINS (NAME OF SUBSTANCE), UN2814,” or for infectious substances affecting animals, “CONTAINS (NAME OF SUBSTANCE), UN2900.”

##### 135.44 **Shipper's Declaration**

If the material is to be transported by air, a shipper's declaration is also required. See Publication 52, Exhibit 622.1b.

### 135.5 Handling and Dispatch

#### 135.51 Biological Substances

Letter packages containing biological substances must be given careful yet expeditious handling from receipt through dispatch.

#### 135.52 Infectious Substances

Shipments containing infectious substances must be segregated from other types of mail matter (i.e., placed in separate sacks). PS Tag 44, *Sack Contents Warning*, must be attached to the outside of sacks to identify the hazardous nature of the contents. PS Tag 44 is for internal use only, and must be removed from mail sacks, and the hazardous materials tendered to air carriers as outside pieces.

### 135.6 Radioactive Materials

Shipments containing radioactive materials are acceptable in the international mail subject to the provisions of DMM C023.9 (Publication 52, *Acceptance of Hazardous, Restricted, or Perishable Matter*), and under the following conditions:

- a. Shipments may be sent only in registered letter packages.
- b. Shipments may be sent only to those countries that have expressed a willingness to accept radioactive materials. See "Prohibitions and Restrictions" in the Individual Country Listings.
- c. Shipments must comply with the International Atomic Energy Agency rules and regulations.
- d. Senders and recipients of radioactive materials must receive prior authorization from the appropriate regulatory authorities within their countries.
- e. A white package label bearing the French words *Matieres Radioactives* (Radioactive Materials) must be applied to the address side of each package containing radioactive materials. Senders are responsible for supplying and affixing this label to the package.
- f. The package must also bear the following endorsements in bold letters: "RETURN TO SENDER IN CASE OF NONDELIVERY," and "RADIOACTIVE MATERIALS, QUANTITIES PERMITTED FOR MOVEMENT BY POST."

### 136 Nonmailable Dangerous Goods

The following dangerous goods (hazardous materials, as defined in DMM C023) are prohibited in the international mail:

- a. Explosives or explosive devices (DMM C023.2.0).
- b. Flammable materials (DMM C023.3.0).
  - (1) Pyrophoric, flammable, or combustible liquids with a closed cup flash point below 200°F (DMM C023.3.1 and C023.3.2).

- (2) Flammable solids, including matches (DMM C023.3.3 and C023.3.5).
- c. Oxidizers (DMM C023.3.4).
- d. Corrosives, liquid or solid (DMM C023.4.0).
- e. Compressed gases (DMM C023.5.0).
  - (1) Flammable.
  - (2) Nonflammable with an absolute pressure exceeding 40 psi at 70°F or 104 psi at 130°F.
- f. Poisons, irritants, controlled substances, and drug paraphernalia (DMM C023.6.0, C023.7.0, and C023.8.0).
- g. Magnetized material with a magnetic field strength of .002 gauss or more at a distance of 7 feet (DMM C023.11.1).
- h. Dry ice (carbon dioxide solid) (DMM C023.11.2).

## 137 Other Restricted Materials

The items listed under DMM C024.7.0 through C024.14.0 are prohibited in the international mail, except as specified in the Individual Country Listings. This includes intoxicating liquor, matter emitting obnoxious odor, liquids and powders), motor vehicle master keys, battery powered devices, odd-shaped items in envelopes, and abortive and contraceptive devices.

## 138 Firearms, Knives, and Sharp Instruments

The items listed under DMM C024.1.0 through C024.5.0 may be mailed to certain countries under the conditions specified in the Individual Country Listings. See 540 for U.S. Department of State licensing requirements applicable to the international mailing of arms or implements of war, component parts, and related technical data.

## 139 Perishable Matter

### 139.1 Animals

All live or dead animals are nonmailable, except the following:

- a. Live bees, leeches, and silkworms (DMM C022.3.7 and C022.3.8).
- b. Dead insects or reptiles, when thoroughly dried.
- c. Parasites and predators of injurious insects, if the following conditions are met:
  - (1) They are admissible in the domestic mail.
  - (2) They are useful in controlling harmful insects.
  - (3) They are exchanged by officially recognized scientific or health agencies.
  - (4) They are sent in letter packages or small packets.
  - (5) Mailable animals must be in containers conforming to the requirements in the DMM.

**139.2 Plants****139.21 General Restrictions**

Plants, seeds, and plant materials, including fruits and vegetables, are subject to the provisions of DMM C022; Publication 14, *Prohibitions and Restrictions on Mailing Animals, Plants, and Related Products*; and the quarantine regulations of the country of destination. Customers can obtain information from the U.S. Department of Agriculture (USDA) Animal and Plant Health Inspection Service (APHIS) Plant Protection and Quarantine (PPQ) Programs at:

USDA/APHIS/PPQ  
4700 RIVER RD  
RIVERDALE MD 20737-1228

**139.22 Tobacco Seeds and Tobacco Plants**

It is unlawful to export any tobacco seed or live tobacco plants without a written permit granted by the Secretary of Agriculture. See 560 for procedures and processing requirements.

**139.3 Eggs****139.31 Restrictions**

Eggs may only be sent by parcel post (Standard Mail (B)). See 550 for nonpostal regulations on dried whole eggs.

**139.32 Packaging**

Eggs must be packaged in the following manner:

- a. Eggs mailed to any country except Canada must be placed in a metal egg container. Each egg must be packed in cushioning material. The metal egg container must be enclosed in an outer container of wood with cushioning packed between the two containers.
- b. Eggs mailed to Canada may be packed either as prescribed in 139.32a or in a box of rigid material with a tight-fitting lid. Each egg must be wrapped in protective material and placed on end. Vacant spaces in the box must be filled with packing material to prevent the eggs from striking each other or the box.

**139.4 Food and Other Perishable Articles**

Fruits, vegetables, fresh meats, and other articles that easily decompose or that cannot reasonably be expected to reach their destination without spoiling are nonmailable.

## 140 International Mail Classes

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### 141 Definitions

#### 141.1 General

There are three categories of international mail: Postal Union Mail, Parcel Post, and Express Mail International Service.

#### 141.2 Postal Union Mail

Postal Union Mail is mail that is governed by the regulations of the Convention of the Universal Postal Union to which the United States is signatory. Postal Union Mail includes the following classes of mail:

- a. LC, an abbreviation of the French words *Lettres et Cartes* (letters and cards), includes letters, letter packages, post and postal cards, and aerogrammes.
- b. AO, an abbreviation of the French words *Autres Objets* (other articles), includes regular printed matter, books and sheet music, publishers' periodicals, matter for the blind, and small packets.

#### 141.3 Parcel Post

Parcel post, sometimes referred to as CP mail, an abbreviation of the French words *Colis Postaux* (postal parcels), includes one classification generally equivalent to domestic Standard Mail (B) zone-rated parcel post.

#### 141.4 Express Mail International Service

Express Mail International Service is exchanged with other countries under agreements and memoranda of understanding with the postal administrations of those countries. Two types of services are provided, Custom Designed and On Demand.

### 142 Size Limits

#### 142.1 Letters, Letter Packages, Regular Printed Matter, Books and Sheet Music, Publishers' Periodicals, Matter for the Blind, Small Packets

##### 142.11 Envelopes and Packages

- a. Minimum length and height: 5-1/2 x 3-1/2 inches.
- b. Minimum depth (thickness): .007 inch.
- c. Maximum length: 24 inches.
- d. Maximum length, height, depth (thickness) combined: 36 inches.

**142.12 Rolls**

- a. Minimum length: 4 inches.
- b. Minimum length plus twice the diameter combined: 6-3/4 inches.
- c. Maximum length: 36 inches.
- d. Maximum length plus twice the diameter combined: 42 inches.

**142.13 Nonstandard Surcharge**

A surcharge of \$0.11 per item will be assessed on all outbound air and surface letters and regular printed matter weighing 1 ounce or less if:

- a. Its length exceeds 11-1/2 inches, or
- b. Its height exceeds 6-1/8 inches, or
- c. Its thickness exceeds 1/4 inch, or
- d. Its length divided by its height results in an aspect ratio that is less than 1.3 or more than 2.5.

**142.2 Postcards**

- a. Minimum length and height: 5-1/2 x 3-1/2 inches.
- b. Minimum depth (thickness): .007 inch.
- c. Maximum length and height: 6 x 4-1/4 inches.
- d. Maximum depth (thickness): .016 inch.

**142.3 Printed Matter in the Form of Single Cards**

- a. Minimum length and height: 5-1/2 x 3-1/2 inches.
- b. Maximum length and height: 9-1/4 x 4-3/4 inches.

**142.4 Aerogrammes**

- a. Length and height folded: 3-9/16 x 7-1/4 inches.
- b. See 231.3 for information on private manufacture.

**142.5 Parcel Post****142.51 Rectangular Parcels**

- a. Minimum length and width: 5-1/2 x 3-1/2 inches.
- b. Maximum length: 42 inches.
- c. Maximum length and girth combined: 79 inches.

**Note:** Exceptional maximum size limits are shown in the Individual Country Listings.

**142.52 Circular Parcels**

Maximum girth (twice the diameter plus twice the depth): 64 inches.

## 143 Envelope and Card Specifications

### 143.1 Color

Only light-colored envelopes and cards that do not interfere with the reading of the address and postmark should be used. Do not use brilliant colors.

### 143.2 Quality

Envelopes and cards should be constructed of paper strong enough to withstand normal handling. Highly glazed paper or paper with an overall design is not satisfactory.

### 143.3 Shape

Rectangular.

### 143.4 Minimum Size

- a. Length: 5-1/2 inches.
- b. Height: 3-1/2 inches.

### 143.5 Window Envelopes

Window envelopes may be used under the following conditions:

- a. The address window must be parallel with the length of the envelope.
- b. The address window must be in the lower portion of the address side.
- c. Nothing but the name, address, and any key number used by the mailer may appear through the address window.
- d. The return address should appear in the upper left corner. If there is no return address and the delivery address does not show through the window, the piece will be handled as dead mail.
- e. The address disclosed through the window must be on white paper or paper of a very light color.
- f. When used for registered mail, window envelopes must conform with the conditions in DMM S911.3.7.
- g. Open panel envelopes, i.e., those in which the panel is not covered with a transparent material, are *not* acceptable in international mail.

### 143.6 Bordered Envelopes and Cards

Envelopes and cards that have colored bars or striped borders may be used only for LC items and airmail items.

## 144 Official Mail

### 144.1 Mailings by Federal Agencies

Official mail (sent by federal agencies and departments listed in USPS Handbook DM-103, *Official Mail*) that bears the indicia prescribed in DMM E060.6.0 through E060.8.0 may be sent to foreign destinations. Such items

are subject to the postage payment requirements, weight and size limits, customs form requirements, and general conditions for mailing that otherwise apply to the class and category of the international mail being sent.

#### 144.2 **USPS Mailings**

International mailpieces that are sent by or on behalf of the U.S. Postal Service must bear the prescribed G-10 permit indicia. USPS official mail is subject to a 66-pound weight limit *except for* Express Mail International Service (EMS) shipments going to Austria, Haiti, and Serbia-Montenegro and Priority Mail Global Guaranteed (PMGG) shipments going to all authorized destination countries, which have a 70-pound weight limit. See 212.232 and 215.622b.

#### 144.3 **Mail of a Former President and Surviving Spouse of a Former President**

All nonpolitical mail of former United States Presidents, and of the surviving spouse of a former President, must be accepted without prepayment of postage if it bears the written signature of the sender, or a facsimile signature and the words "POSTAGE AND FEES PAID" in the upper right corner of the address side.

#### 144.4 **General Secretariat of the Organization of American States (OAS)**

- a. Ordinary (unregistered) surface mail and all LC items bearing the return address of the OAS General Secretariat and weighing not more than 4 pounds (or 11 pounds for packages endorsed as "PRINTED MATTER") is accepted without postage when addressed to the OAS member countries listed in 144.4c.
- b. Airmail service for items other than LC items and other special services may *not* be provided for OAS General Secretariat official mail without the prepayment of air postage or the fee for the special service requested.
- c. The following countries are members of the Organization of American States (OAS):

Antigua and Barbuda	Dominican Republic	Paraguay
Argentina	Ecuador	Peru
Bahamas	El Salvador	St. Christopher and Nevis
Barbados	Grenada	St. Lucia
Bolivia	Guatemala	St. Vincent and the Grenadines
Brazil	Haiti	Suriname
Canada	Honduras	Trinidad and Tobago
Chile	Jamaica	United States
Colombia	Mexico	Uruguay
Costa Rica	Nicaragua	Venezuela
Dominica	Panama	

**144.5 Pan American Sanitary Bureau Mail**

- a. Ordinary (unregistered) surface mail and all LC items bearing the return address of the bureau and weighing not more than 4 pounds is accepted without postage affixed when addressed to an OAS member country listed in 144.4c or to Cuba.
- b. Airmail service for items other than LC items and other special services may not be provided for bureau official mail without prepayment of air postage or of the fee for the special service requested.

**145 Air Service****145.1 Service Description**

Postal customers may send items by air (airmail) to ensure expeditious handling and dispatch and the fastest mode of transportation. All LC mail (letters, letter packages, post and postal cards, and aerogrammes) receive First-Class Mail service in the United States, dispatch by the most expeditious transportation available, and airmail or priority service in the destination country.

**145.2 Availability**

AO mail (including direct sacks of printed matter) may be sent by air. Parcel post may be sent by air to almost all countries. See the Individual Country Listings.

**145.3 Marking**

- a. Any postal item that is subject to letter class (LC) rates; air printed matter or air small packet (AO) rates; or air parcel post (CP) rates must have an "AIR MAIL" or a "PAR AVION" endorsement on the address side of the mailpiece. Senders may use USPS Label 19-A or Label 19-B, *Air Mail Par Avion*, for that purpose. See [Exhibit 145.3](#) for examples of mailpieces in which those prescribed markings are used.
- b. If the sender fails to mark an LC on an airmail item, the acceptance employee must affix Label 19-A or Label 19-B or hand-stamp the front of the item as specified in paragraph a.
- c. Handling personnel at origin post offices and international air exchange offices should *not* return LC or airmail items to the sender solely because the items are not marked or labeled in accordance with the requirement that is specified in paragraph a.

## Exhibit 145.3

**Airmail Markings**

MR E A SMITH  
22 MAIN STREET  
WASHINGTON DC 20009-4214

**PAR AVION**

MR THOMAS CLARK  
117 RUSSELL DRIVE  
LONDON W1P 6HQ  
ENGLAND

MS JULIE JONES  
123 PINE STREET  
NEW YORK NY 10003-3124

**AIRMAIL**

MS HELEN SAUNDERS  
1010 CLEAR STREET  
OTTAWA ON K1A 0B1  
CANADA

## 150 Postage

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### 151 Postage Rates

See Individual Country Listings.

### 152 Payment Methods

#### 152.1 Prepayment

Each item must be fully prepaid to ensure prompt dispatch and to avoid assessment of charges against the addressee. For the treatment of shortpaid and unpaid mail, see 420.

#### 152.2 Stamps

- a. Postage and fees for special services (see Chapter 3) may be paid by means of U.S. postage stamps, postage meter stamps of a bright red color, or postage validation imprinter (PVI) labels. PVIs are acceptable for all international mail transactions.
- b. Precanceled stamps may be used under the conditions applicable to domestic mail (see DMM P023).

- c. Airmail stamps may be used only on LC and airmail items, and special delivery stamps may be used only for payment of the special delivery fee.
- d. Postal customers may affix nondenominated postage stamps (e.g., the “G” stamp), *except for those that bear rate markings (First-Class Presort, Bulk Rate, or Nonprofit Organization)*, to their international mail. The nondenominated Breast Cancer Awareness Semi-postal Stamp, which has a postage value that is equivalent to the domestic rate for a 1-ounce First-Class letter, may also be used for that purpose. See DMM P022.1.6.

**Note:** See DMM P022.2.2 for stamps not valid as postage.

### 152.3 Permit Imprint

#### 152.31 Conditions of Use

Postage may be paid by permit imprints, subject to the general conditions stated in DMM P040 and P710.2.4. Postage charges are computed on PS Form 3651, *International Statement of Mailing with Permit Imprints and Bulk Letters to Canada with Permit Imprint or Postage Meter Affixed*, or other forms as required.

#### 152.32 Minimum Number of Pieces

A single mailing must consist of not less than 200 pieces identical in size and weight and addressed to foreign destinations, unless otherwise specified.

**Note:** The pieces comprising the mailing do not have to be addressed to a single country.

**Exception:** See 246.2.

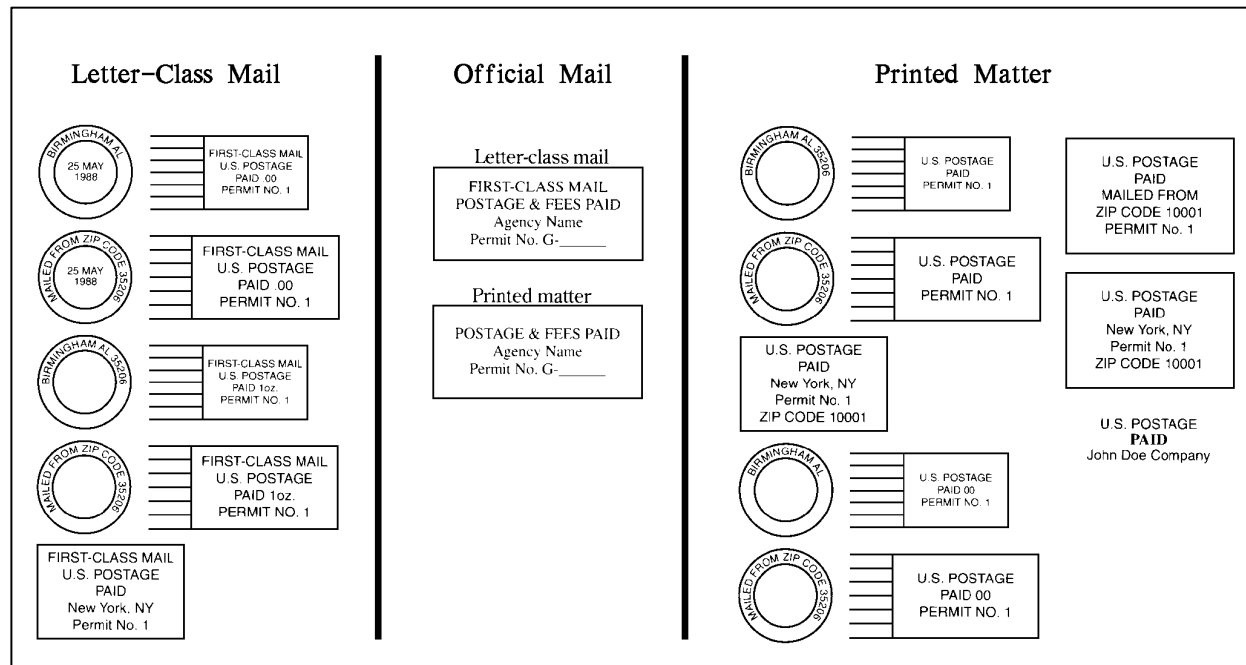
#### 152.33 Required Format

Permit imprints for international mail must be prepared in one of the forms shown in [Exhibit 152.3](#). No variations or additions such as *Bulk Rate*, *Presorted Standard*, *Enhanced Carrier Route Sort*, *Automation Rate*, or *Nonprofit Organization* are allowed. See 247.41 for permit imprint content exceptions that only apply to mailpieces that are subject to VALUEPOST™/CANADA rates and requirements.

#### 152.4 Publishers' Periodicals

Postage on publishers' periodicals (Periodicals Mail) mailed by publishers or registered news agents who are domestic Periodicals Mail permit holders may be paid as provided in 242.22 and 242.23.

### Exhibit 152.3 Permit Imprints



## 153 Placement of Postage

- a. Postage stamps and postage-paid impressions must be applied to the address side of mail in the upper right-hand corner. The postage meter stamp, postage validation imprinter (PVI) label, or permit may be affixed directly on the mailpiece or on the wrapper when plastic wrap is used.
- b. Nonpostage stamps, labels resembling postage stamps, or impressions resembling postage-paid impressions must *not* be placed on the address side of mail.

## 154 Combination Pieces

Items on which different rates are payable may be combined and sent as a single item. The total weight of the combined items may not exceed the maximum permissible weight of the category whose weight limit is the highest. The postage payable shall be the sum of the postage due on each item. Items of different categories that are combined must be endorsed "COMBINATION MAILING." If a letter is included, it must be endorsed "LETTRE."

## 155 Rемаiled Items

New postage is required when items are mailed again after having been returned from abroad.